

**Alaska Court System  
Class Specification**

FINANCE OFFICER

Range: 22

EEO4: 02

SOC: 13-3021

Class Code: C3602

**Definition:**

The Finance Officer is a single position job class responsible for supervision and oversight of fiscal functions necessary for day-to-day operations of the Alaska Court System. Under the general direction of the Chief Financial Officer, the Finance Officer performs a full spectrum of professional budgeting, purchasing and accounting duties and responsibilities for the Alaska Court System. This is a supervisory job class with substantial authority to employ, discipline, and adjudicate the grievances of subordinate employees.

**Distinguishing Characteristics:**

The Finance Officer is a one-person job class with responsibility for budgeting, purchasing, and some accounting processes of the Alaska Court System. The work performed is of a professional and highly involved nature that presents new or changing operational problems that are not easily evaluated or resolved. The Finance Officer exercises a high degree of independent judgment in taking necessary action to expeditiously resolve problems. The incumbent must understand financial guidelines, policies and procedures and processes in order to apply them, or advise others on how to apply them.

Supervision Received: The Finance Officer works under the general direction of the Chief Financial Officer.

Supervision Exercised: The Finance Officer supervises the Procurement Specialist II and may supervise other areas as needed.

**Examples of Duties:**

Develop the Alaska Court System's budget request. Direct the development and distribution of budget forms and instructions. Review budget requests and supporting justifications for common themes and priorities.

Review and analyze expenditures to determine trends, patterns, and variances.

Review purchasing processes and procedures for compliance with the Alaska Court System procurement guidelines.

Review budget and accounting policies and procedures for effectiveness, and update and streamline as necessary.

Manage court revenue and trust account contracts with financial institutions.

Develop written policies and procedures for various financial processes.

**Knowledge, Skills, Abilities:**

The Finance Officer requires knowledge of:

- Principles of public administration; governmental budgeting and accounting; and public finance.
- Court System financial structure and revenue systems.
- Purposes, functions, and fiscal organization of the Court System.
- Research techniques and statistical principles and procedures.

The Finance Officer requires skill in order to:

- Gain and maintain the confidence and cooperation of those contacted during the court of work.
- Analyze and revise operating procedures and record-keeping systems, working with complex automated and computerized financial systems;
- Work proficiently with spreadsheets and database applications.

The Finance Officer requires the ability to:

- Reason logically and creatively and utilize a variety of analytical techniques to resolve Court System budgeting, purchasing and accounting problems.
- Articulate ideas and communicate clearly and easily with others, both orally and in writing.
- Appear before legislative and other committees and testify on program-related matters.
- Prepare clear and concise reports.

**Minimum Qualifications:**

A bachelor's degree in accounting, finance, business administration, management, or a related field;

AND

Three years of progressively responsible budget and accounting work experience.

**Substitution:**

Four years of accounting experience, of which two years are at the professional level.

**Note:** This position is in the partially exempt service; the incumbent serves "at-will" to the hiring authority.

06/97 – Original

03/09 – Revised

06/10 – Range Change

02/14 – Revised

09/18 – Change SOC Code